

**Scoring Criteria 1: Qualifications of Firm**

0-15 points

- A. Describe the length and nature of your firm's experience in working with:
- Federal transportation appropriations and policy legislation;
  - Members and staff of the transportation-related appropriations authorization committees;
  - Washington State's Congressional delegation (including any work on transportation-related issues); and
  - Federal agency staff (e.g., USDOT.)
- B. If you are partnering with another firm please describe the length and nature of that firm's experience in working with:
- Federal transportation appropriations and policy legislation;
  - Members and staff of the transportation-related appropriations authorization committees;
  - Washington State's Congressional delegation (including any work on transportation-related issues); and
  - Federal agency staff (e.g., USDOT.)

**Scoring Criteria 2: Qualifications of Project Manager and Key Staff**

0-25 points

- A. Identify the proposed project manager/primary liaison (the day-to-day contact for WSDOT and congressional offices) and other key staff who will handle WSDOT's work. For each staff member identify the following:
- Name, title, length of time with firm, relevant previous employment, and their experience with:
    1. Federal transportation appropriations and policy legislation;
    2. Members and staff of the transportation-related appropriations authorization committees;
    3. Washington State's Congressional delegation (including any work on transportation-related issues); and
    4. Federal agency staff (e.g., USDOT.)
- B. If you are partnering with another firm, identify the key staff that will work with you, and their area of expertise. For each staff member identify the following:
- Name, title, length of time with firm, relevant previous employment, and their experience with:
    1. Federal transportation appropriations and policy legislation;
    2. Members and staff of the transportation-related appropriations authorization committees;
    3. Washington State's Congressional delegation (including any work on transportation-related issues); and
    4. Federal agency staff (e.g., USDOT.)



**Scoring Criteria 3: Successful Strategic Planning and Advocacy**

0-40 points

- A. List three (3) to five (5) examples within the last three (3) years of proven success in funding and/or policy advocacy for a public organization. For each example identify the:
- Client, goal, success, and strategy (including how you handled anticipated and unanticipated roadblocks);
  - Key federal people you worked with;
  - Role of your firm and the client in creating and implementing the strategy; and
  - Other organizations you partnered with and their role (if applicable).

**Scoring Criteria 4: References/Past Performances (Prime Consultant Only)**

0-10 points

- A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

***Performance Evaluations on WSDOT projects:***

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

***Performance Evaluations for Non-WSDOT projects:***

If your firm does not have performance evaluations on file with WSDOT, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. A copy must also be submitted by your firm enclosed in Packet B. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.



**Scoring Criteria 5: Cost Factors (Prime Consultant Only)**

0-10 points

Include the following items (If your firm has an established overhead rate use item “A: otherwise use item “B”:

**A. Overhead Rate and Direct Labor Costs:**

- Overhead rates: Please state your firm’s overhead rate. Please include supporting audited/unaudited overhead schedule for the most current fiscal year. Please include the beginning and ending dates of your firm’s fiscal year.
- Direct (raw) labor costs: Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.

**B. Statement of Billing Rates: If your firm does not have an overhead rate, include the following:**

- Descriptive statement that the rates listed are the lowest/best rates given to any client;
- The beginning and ending dates that the quoted hourly rates are valid;
- Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager; and
- The hourly billing rates for each labor classification.